



PROCEDURE FOR PURCHASE/REPLACEMENT LIBRARY, TEXTBOOKS & PE LOCKS

1. Monies are collected from students for lost/damaged Library, Textbooks and PE Locks.
2. The A.S.B. Financial Technician deposits funds into the appropriate A.S.B. Board of Education account separating out each type (ex. B.O.E. - Library).
3. The A.S.B. Financial Technician completes a Purchase Order and a check made payable to L.B.U.S.D. Board of Education. The **purchase order** must **include a detailed breakdown** of the dollar value associated with the B.O.E. account.
Note: The A.S.B. Financial Technician should reserve some funds in the A.S.B. account for refunds.
4. A copy of the A.S.B. Purchase Order along with the corresponding check should be forwarded to the (District) **Audit Branch** *quarterly*.
5. Audit Branch staff reviews the documents for completeness and correctness and then forwards the documents to the (District) **Accounting Branch**.
6. Accounting Branch staff is then responsible for ensuring that the appropriate budget account receives the funds. They deposit the check and credit:
 - B.O.E. Library 01-0623-0-0000-0000-8699-XXX
 - B.O.E. Textbooks 01-0456-0-0000-0000-8699-XXX
 - B.O.E. PE Locks 01-0103-0-0000-0000-8699-XXX
7. Budget Branch staff recognizes income and appropriates funds to sites:
 - Library 01-0623-0-1110-2420-4210-XXX
 - Textbook 01-0456-0-1110-1000-4140-XXX
 - PE Locks 01-0103-0-1110-1000-4310-XXX
8. The following instructions pertain to the use of funds:
 - Librarians will submit Buy Outs or order stock requisition throughout the year for Library materials as needed. At the end of the year (prior to the close of school) they may submit orders based on the funds collected but not yet reflected in the FINSYS system. Budget will carryover funds for July and August buy-outs only.
 - The Textbooks Office will order or review all orders for Lost/Damaged Textbooks. They will use the IMFRP account (resource 0456) to keep track of fees collected and replacement cost.
 - The site can purchase PE locks from the school account as a stock requisition.